

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP #21-102

Title: VICTIM SERVICES: Facility Tours for Victims of Violent Crime

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 10-07-03, was reviewed during February 2006 by the KDOC Policy Review Panel, per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

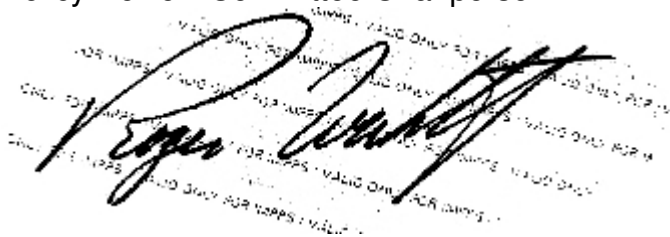
The next scheduled review for this IMPP is February 2007.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

05/25/06

Debi Holcomb, Victim Services Director
Policy Review Committee Chairperson

Date


A handwritten signature in black ink, appearing to read 'Roger Werholtz', is written over a circular stamp. The stamp contains the text 'KDOC POLICY REVIEW PANEL' and 'FEBRUARY 2006'.

05/30/06

Roger Werholtz, Secretary of Corrections

Date

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 21-102	PAGE NUMBER 1 of 2
		SUBJECT: VICTIM SERVICES: Facility Tours for Victims of Violent Crime	
Approved By: Secretary of Corrections		Original Date Issued:	N/A
		Current Amendment Effective:	10-07-03
		Replaces Amendment Issued:	N/A

POLICY

Survivors of violence who so request shall have the opportunity to tour the Kansas correctional facility of their choice.

DEFINITIONS

None

PROCEDURES

I. Initial Criteria

- A. The warden of each facility shall establish up to a maximum of two (2) dates per year that shall be set aside for touring of the facility by victims/survivors of violent crime.
- B. Tour groups (including victim(s)/survivor(s), any victim's/survivor's family or support person, Victim Services staff, and volunteer advocate) should not exceed ten (10) people.
 1. Volunteer advocates shall be trained by the Victim Services Coordinator re: facility tour procedure and victim sensitivity to enable them to assist crime victim/survivors before, during and after each tour given by the Warden or designee.
 2. Information about the facility and rules of conduct shall be mailed to all tour participants by the Office of Victim Services at least two (2) weeks prior to the tour date.
 3. A background check shall be conducted on all tour participants by designated Central Office Staff.
 - a. The volunteer advocates will contact the victim(s)/survivor(s) at least one week prior to the tour to confirm receipt of the information, and to assist the victim in preparation by answering questions or referring the victim to appropriate staff.
- C. If the victim(s)/survivor(s) has chosen to tour a facility in which an offender who perpetrated an offense against the victim/survivor is housed, the Victim Services Coordinator shall identify the offender and immediately notify the Warden of the pertinent facts.

II. Tour

- A. The victim(s)/survivor(s) and other tour participants shall meet with the volunteer advocate, designated staff from the Office of Victim Services and the Warden prior to beginning the tour.
- B. The victim(s)/survivor(s), the volunteer advocate, and all other tour participants are subject to search upon entering facility grounds.
- C. The tour shall include, but is not limited to, the following:
 - 1. A cellhouse ([including an individual cell) and/or a dormitory (including bunk areas);
 - 2. A recreation area;
 - 3. A dining area;
 - 4. An education area; and,
 - 5. A private industry or other work area.
 - 6. Clinic/mental health
- D. The tour should be limited to four hours.

III. Follow-up

- A. The volunteer advocate or victim services staff shall contact the victim[s]/survivor(s) within four days after the tour to answer any follow-up questions and to make appropriate referrals as concerns affording the victim[s] access to appropriate and timely information.
 - 1. The volunteer advocate or victim services staff shall send a satisfaction survey to all participants within one week after the tour.
 - 2. Individual survey responses shall be relayed to the facility warden.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

None.